

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD: JULY 1, 2003 - JUNE 30, 2004**

1. DEPARTMENT/COURT INFORMATION:

Department/Court: REGISTRAR OF VOTERS A6190

Division/Unit: _____

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.	138	Hours	746.8	X	\$17.19	=	\$12,837.49
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Types of work performed by GENERAL VOLUNTEERS in this category:

Election night tally center activities involve various clerical/computer tasks,
unloading and deprocessing election supplies and vote processing.

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.	0	Hours	0	X	\$17.19	=	\$0.00
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels [VCL]. If you have such a volunteer, please indicate the position, hours and compensation level below.)

<u>Position</u>	<u>Hours</u>	X	<u>VCL</u>	=	<u>Dollar Benefit</u>
_____	_____		_____		<u>\$0.00</u>
_____	_____		_____		<u>\$0.00</u>

No. Vol.	0	Total Hours	0	Total Value	\$0.00
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
<u>138</u>	<u>746.8</u>	<u>\$12,837</u>
<u>0</u>	<u>0</u>	<u>\$0</u>
<u>0</u>	<u>0</u>	<u>\$0</u>

TOTALS:	138	Total Hours	747	Total Value	\$12,837.49
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3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated	<u>Polls Sites (1268)</u>	Value:	<u>\$76,820.00</u>
Item Donated	<u>Polls Officer Stipend (32)</u>	Value:	<u>\$3,305.00</u>
Item Donated	<u></u>	Value:	<u></u>

TOTAL VALUE = \$80,125.00

4. VOLUNTEER PROGRAM COSTS:

a.

Cost of direct supervision of Volunteers (total hours of direct supervision multiplied by the hourly rate of staff person[s] directly supervising program volunteers.)

Hours 15 X Rate \$17.60

\$264.00

b. Cost of program coordination (total hours of program coordination multiplied the hourly rate of coordinator[s]). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placement, recognition, etc.

Hours 112.9 X Rate \$16.69

\$1,884.30

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c. Other program costs (training materials/supplies, recognition costs, etc.):

Item : <u>Thank you gift - CD case/Calculator</u>	Cost: <u>\$850.76</u>
Item : <u>Refreshments</u>	Cost: <u>\$967.62</u>
Item : <u>Lapel Pins</u>	Cost: <u>\$40.66</u>

TOTAL OF OTHER PROGRAM COSTS =

\$1,859.04

d. TOTAL OF PROGRAM COST (4a+4b+4c) =

\$4,007.34

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d	\$12,837.49
b. Total of Donations to Volunteer Program, Item 3	\$80,125.00
c. Subtract Total of program Costs, Item 4d	\$4,007.34

TOTAL PROGRAM BENEFIT:

\$88,955.15

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6. **RECRUITING:**

Please describe your recruiting programs:

Recruitment postcards are mailed to past volunteers six weeks prior to a major major election, with follow-up phone calls a week in advance of the event.

Advertisements are placed on CTN, County Intranet, Internet and flyers are sent to department heads identifying volunteer needs.

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

High school seniors are recruited as part of the election night staff.

Typically, these students are from Government/Civics Classes and receive extra credit for this community involvement experience.

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2004-05:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

For the November 2004 Presidential General Election, approximately 100 election night volunteers will be recruited. Volunteers are recognized with a "Thank you" gift and "Certificate of Appreciation" from the Registrar.

The department also participates in the "Volunteer of the Year" and "Volunteer of the Month" Awards ceremonies.

9. **GENERAL INFORMATION:**

Name of person completing report: Ronda Levin

Phone: 858/694-3427 Mail Stop 034 E-Mail: Ronda.Levin@sdcounty.ca.gov

Volunteer Coordinator: Ronda Levin

Phone: 858/694-3427 Mail Stop 034 E-Mail: Ronda.Levin@sdcounty.ca.gov

10. **DEPARTMENT CERTIFICATION:**


DEPARTMENT HEAD SIGNATURE

7/14/04
DATE

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